



MANHATTAN SCHOOL DISTRICT 114 - EMPLOYMENT & PERSONNEL

POSITION TITLE: INSTRUCTIONAL ASSISTANT

DEPARTMENT: Building Support Staff

CLASSIFICATION: Non-Certified

REPORTS TO: Program certified staff/ Building Principal

QUALIFICATIONS:

- Valid and active Illinois Professional Educator License (PEL) with minimum of paraprofessional certification required
- Ability to physically perform the essential functions of the position such as bend, carry, lift, push, pull, reach, sit, stand, walk including physically assist students as needed
- Ability to lift, move or push 50 pounds for student assistance
- Ability to interact closely with students with patience, flexibility, and a caring attitude that caters to diverse learning needs and styles
- Ability to supervise and assist students in all weather conditions
- Ability to work independently, stay on task, multitask, and assume responsibility to complete assigned projects and duties in a timely and efficient manner
- Ability to proactively identify obstacles and implement solutions
- Ability to understand and follow basic oral and written instructions and communicate effectively both orally and in writing
- Ability to maintain high levels of confidentiality and professionalism in effective working relationships with colleagues

PERFORMANCE RESPONSIBILITIES:

- Demonstrate support for the mission, beliefs, and goals of MSD114
- Regularly discusses assigned duties with classroom teachers or specialists in order to coordinate instructional and program efforts

JOB DESCRIPTION (CONT.) - INSTRUCTIONAL ASSISTANT - MULTI-PURPOSE

- Prepares and utilizes lesson materials, bulletin board displays, exhibits, equipment, and materials as needed
- Presents subject matter or intervention to students under direction and guidance of the program teachers
- Maintains anecdotal records and data collection as directed by the teacher or related service personnel
- Responsible for lesson planning with supervising certified staff members as needed
- Responsible for progress monitoring and keeping records, as needed
- Reports to the teacher any concerns or relevant information regarding individual students
- Supervises students in classrooms, halls, cafeterias, playgrounds, gyms, and on field trips
- Works with students with multiple physical, cognitive, or developmental disabilities
- Serves as chief source of information and helps any substitute teacher assigned in the absence of the teacher
- Assists the classroom teacher in other tasks necessary in maintaining a professional and positive classroom environment, and performs other duties as may be assigned by the classroom teacher or administration

EVALUATION: Multi-Purpose Instructional Assistants are evaluated by the building administrators with input provided by program teachers. Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on the Evaluation of Professional Personnel, developed pursuant to State law.

TERMS OF EMPLOYMENT: Full Time

Salary and working conditions are based on the collective bargaining agreement

REVISED: March 2025